



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY– REVISED

JOB TITLE:	Planning & Quality Assurance Specialist III (DD Community Certification)	OPEN DATE: 9/1/2022 CLOSE DATE: Until Filled
JOB LOCATION:	Department of Mental Health Region IV Community Services 400 Interstate Park Drive Montgomery, Alabama 36109	NUMBER: 22-52 JOB CODE: Q3000

SALARY

- Range 77 (\$50,712.00 - \$85,087.20 Annually).
- Salary will be commensurate with experience. Limitations apply to current State employees.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Master's degree in Public Administration, Health Administration, Business Administration, or any human services field. Registered Nurses qualify with a bachelor's degree in Nursing.
- 48 months or more experience in interpreting policies, procedures, or standards; evaluating program quality; or assessing programs.
- Preference may be given to individuals with qualifying experience in mental health or a disability services field.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

SPECIAL REQUIREMENTS

- Possession of, or eligibility for, license or certification, if required for the particular discipline.

KIND OF WORK

- Regulates Community Programs within the Region IV catchment area.

- Schedules and conducts ADMH compliance site reviews in accordance with ADMH/DDD standards for all contract providers.
- Conducts for-cause reviews and follow-up visits as indicated by results of certification reviews and complaints.
- Provides input to the certification quarterly report on best practices, notable review findings, and areas of needed improvement.
- Provides guidance and in-service training to community providers as required or needed.
- Serves as a member of the Incident Review Committee (IRC).
- Reviews incident/injury data and analyzes the data for trends and patterns.
- Reviews community provider's Plan of Correction and its implementation to ensure compliance with certification standards and ADMH/DDD policy.
- Serves as a member of committees and task forces on a regional, central office and statewide basis.
- Submits written certification site visit reports upon completion of site visit.
- Completes other special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of behavior analysis principles and ability to maintain current, evidenced based field literature regarding behavior analysis.
- Knowledge of the Developmental Disability service delivery system in Alabama.
- Knowledge of quality improvement concepts and program planning/evaluation.
- Knowledge of ADMH regulations, policies, procedures, and standards.
- Knowledge of ADMH/DDD Administrative Code.
- Knowledge of the Home and Community-Based Services (HCBS) Settings Rule.
- Ability to effectively plan, direct, coordinate, and review the efforts of various people and resources to achieve desired outcomes.
- Ability to establish and maintain effective working relationships with various individuals.
- Ability to analyze information and recommend appropriate action.
- Ability to plan, organize, and prioritize work activities.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate a personal computer and related software.
- Ability to travel within Region IV catchment area and occasionally other ADMH/DDD regions as well.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

EQUAL OPPORTUNITY EMPLOYER